

Microsoft Partner
Silver Application Development

FIRSTSPORTS

IRFU

Club House

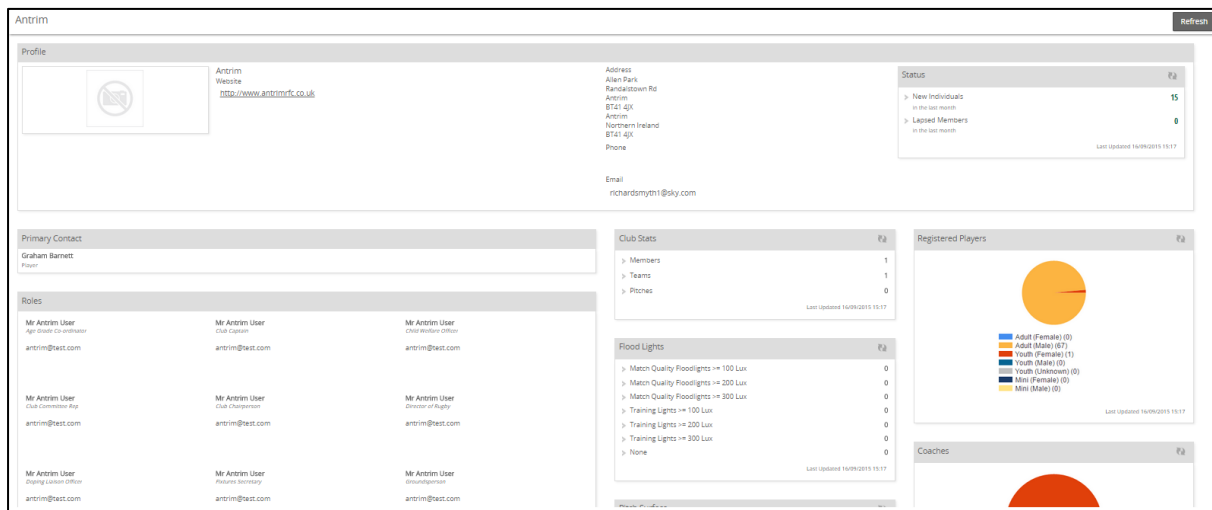
Organisation Profile

Introduction

The Club Profile is a vital module within GMS

1. The Dashboard/Home Page
2. Edit Club
3. Mandatory Roles
4. Club House
5. Grounds
6. Welfare & Development
7. Teams
8. Events
9. Attachments

1. The Dashboard



The dashboard highlights some of the most pertinent pieces of information about the club, including:

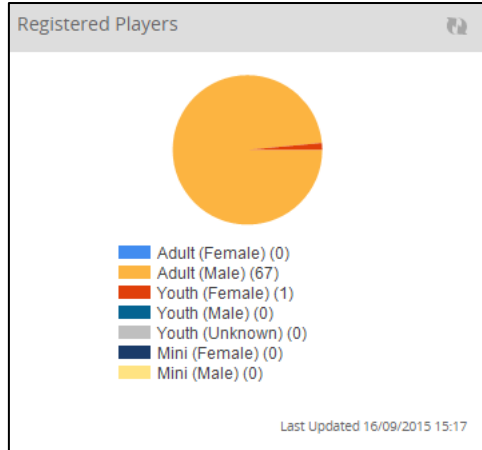
- Registered Players
- Coaches
- Main Contact Roles
- Pitches
- Pitcher Surface
- Flood Lights

The reason for the dashboards is to speed up the administration, encourage data cleansing and make it easier to find data in the system.

The majority of these statistics are hyperlinked, allowing for the club administrator to simply select the figure or chart and the system will redirect to display the data in its entirety.

For example:

Selecting Adult Male (67)



Will return the group of individuals that meet the search criteria

Antrim												Add Member	Add Contact	Export	Bulk Upload	
First Name	Last Name	IRFU ID	Known as	Date Of Birth	Address	Phone	Email	Balance	Source	Member	Contact	Filters				
												Clear				
												Search				
▼	Gary	Walker	4045460	10/05/1982		02890658171			Individual	No	Yes					
▼	Andrew	Dunbar	5008944	26/09/1986		02897521443			Individual	No	Yes					
▼	Dominic	Baldwin	5009549	05/03/1985		07817796912			Individual	No	Yes					
▼	Paul	McAleer	6084378	23/03/1978		07730512080			Individual	No	Yes					
▼	Darren	Crooks	6084596	16/10/1978	7 Greewale Park/glen Ai	07828498333			Individual	No	Yes					
▼	John	Bull	7087083	27/04/1981	47 Oakdale Manor Antr	07766772776			Individual	No	Yes					
▼	David	Kenning	7094733	01/10/1986		028796333032			Individual	No	Yes					
▼	Martin	Barr	7095261	09/09/1980		02894 469431			Individual	No	Yes					
▼	Gavin	Wilson	7095262	31/05/1989	40 Townland Road Cru	02894 453596			Individual	No	Yes					
▼	Grahame	Barnett	7108118	16/09/1981		07932 585141	blackhole@first-sports.c...		Individual	No	Yes					
▼	Michael	Duncan	8113298	21/08/1990		02894464091			Individual	No	Yes					
▼	Matthew	Dempster	8113346	21/12/1989		02894464091			Individual	No	Yes					

2. Edit Club

Edit Club is where the club details can be entered. The general information relating to the location, the web address, social media accounts, AGM date and date founded. Simple, easy to upload data, but vital for reporting purposes and gaining a general understanding of the club

The screenshot displays the 'Edit Club' interface for 'Antrim'. The interface is divided into several sections:

- Left Sidebar:** A navigation menu with options: Home, Edit Club (selected), Mandatory Roles, Club House, Grounds, Welfare and Development, Teams, Events, Attachments, and Reports.
- Club Details:**
 - Image:** A placeholder for a club logo with a 'Select' button below it.
 - Building:** A text input field.
 - Number:** A small numeric input field.
 - * Address1:** A text input field containing 'Allen Park'.
 - Address2:** A text input field containing 'Randalstown Rd'.
 - * City:** A text input field containing 'Antrim'.
 - * PostalcCode:** A text input field containing 'BT41 4JX'.
 - * Country:** A dropdown menu set to 'Northern Ireland'.
 - XCoordinate:** A text input field.
 - YCoordinate:** A text input field.
 - Directions:** A large text area with a character count '(0/3000)' and a note: 'Please keep as succinct as possible, noting landmarks where possible. (Max 3000 characters)'.
- Contact Details:**
 - Website:** (19/200) A text input field containing 'www.antrimrfc.co.uk'.
 - Facebook Uri:** (0/200) A text input field.
 - Twitter Uri:** (0/200) A text input field.
 - * Email:** (21/200) A text input field containing 'richardsmyth1@sky.com'.
 - Phone:** Two text input fields.
 - Primary Contact:** A dropdown menu showing 'Graham Barnett(Ref: 1009186), Player'.
- References:**
 - AGM Date:** A text input field with a calendar icon.
 - Founded In:** A text input field.
- Kit Type:** A dropdown menu.
- Shirt:** (0/255) A text input field.
- Shorts:** (0/255) A text input field.
- Socks:** (0/255) A text input field.
- Other:** (0/255) A text input field.

3. Mandatory Roles

Mandatory roles are the key roles within an organisation that are considered the main points of contact within that organisation.

The grid displays all the roles that are considered mandatory. These roles will be displayed regardless of whether an individual is assigned to the role or not. Doing this demonstrates to the administrator that the role needs to be assigned to somebody

Role	Name	Address	Email
Age Grade Co-ordinator	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Club Captain	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Child Welfare Officer	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Club Committee Rep	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Club Chairperson	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Director of Rugby	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Doping Liaison Officer	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Fixtures Secretary	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Groundsperson	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Health & Safety Rep	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Hon Secretary	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Hon Treasurer	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Junior Vice President	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Medical Officer	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Mini Rugby Co-ordinator	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
President	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Referee liaison	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Ticket Officer	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Vice President	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com
Volunteer Co-ordinator	Not Allocated		
Web Site Manager/PRO	Not Allocated		
Women's Co-ordinator	Not Allocated		

If the role is not assigned or the role needs to be reassigned to somebody else. Select the role via the tick box and select edit.

Role	Name	Address	Email	Phone	Selected	Export	Edit
<input checked="" type="checkbox"/>	Age Grade Co-ordinator	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com	<input type="checkbox"/>		<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>	Club Captain	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com	<input type="checkbox"/>		<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>	Child Welfare Officer	Mr Antrim User	Allen Park Randalstown Road Antrim BT41 4JX Northern Ire...	antrim@test.com	<input type="checkbox"/>		<input type="button" value="Edit"/>

The administrator can then search the club to find the individual, if they are at the club, select the individual from the search and Save

Antrim : Allocate Member to Role(s)

Find people by name

Mr

Mr Antrim User - 15793982
antrim@test.com | 01 January 1990
Allen Park Randalstown Road Antrim BT41 4JX Northern Ireland

Role(s) they will be allocated

- Age Grade Co-ordinator (Mr Antrim User)

(NOTE: if they are not at the club, they will need to be created as a new member. At the same time, the role can also be assigned via People)

4. Club House

Club house brings together the ownership details of the organisation including;

- How is the club owned
- Does it offer other sports over and above Rugby
- Are the pitches and club house one venue
- Can the club legally sell liquor
- Disabled access and facilities

These are populated either in drop downs or tick boxes, once complete the changes must be saved.

5. Grounds

Grounds enables organisations to state details relating to where they play and what playing facilities the grounds offer.

To enter a new Ground, select New

Ground Name	Address	Pitches	Changing Facilities	Filters
Test	200 Whitton Road Twickenham TW2 7BA Ireland	No	No	
Test	200 Whitton Road Twickenham TW2 7BA Ireland	No	No	
Test	200 Whitton Road Twickenham TW2 7BA Ireland	No	No	

Enter Ground details and Save

Antrim

Ground

Ground Name

Number Building

* Address1

* City

County


PostalCode

* Country

Ireland

XCoordinate

YCoordinate



Once saved, it is possible to add pitches to the Ground.

Select the ground via the tick box and edit

Irish Rugby Football Union

Selected 1  

<input checked="" type="checkbox"/>	Ground Name	Address	Pitches	Changing Facilities	Filters
<input checked="" type="checkbox"/>	Test	200 Whitton Road Twickenham TW2 7BA Ireland		No	
<input type="checkbox"/>	Test	200 Whitton Road Twickenham TW2 7BA Ireland		No	
<input type="checkbox"/>	Test	200 Whitton Road Twickenham TW2 7BA Ireland		No	

From here the ground details can be amended (if necessary)

To add pitches, select New

Antrim

Whitton Road

* City

Twickenham

County

PostalCode

TW2 7BA

* Country



Ireland

XCoordinate

YCoordinate

Does Club house have adequate facilities?

Pitches

<input checked="" type="checkbox"/>	Pitch	Floodlighting	Surface	Venue	Dimensions	Type	Filters
0 records found							

Enter the details for the pitch and Save

6. Welfare & Development

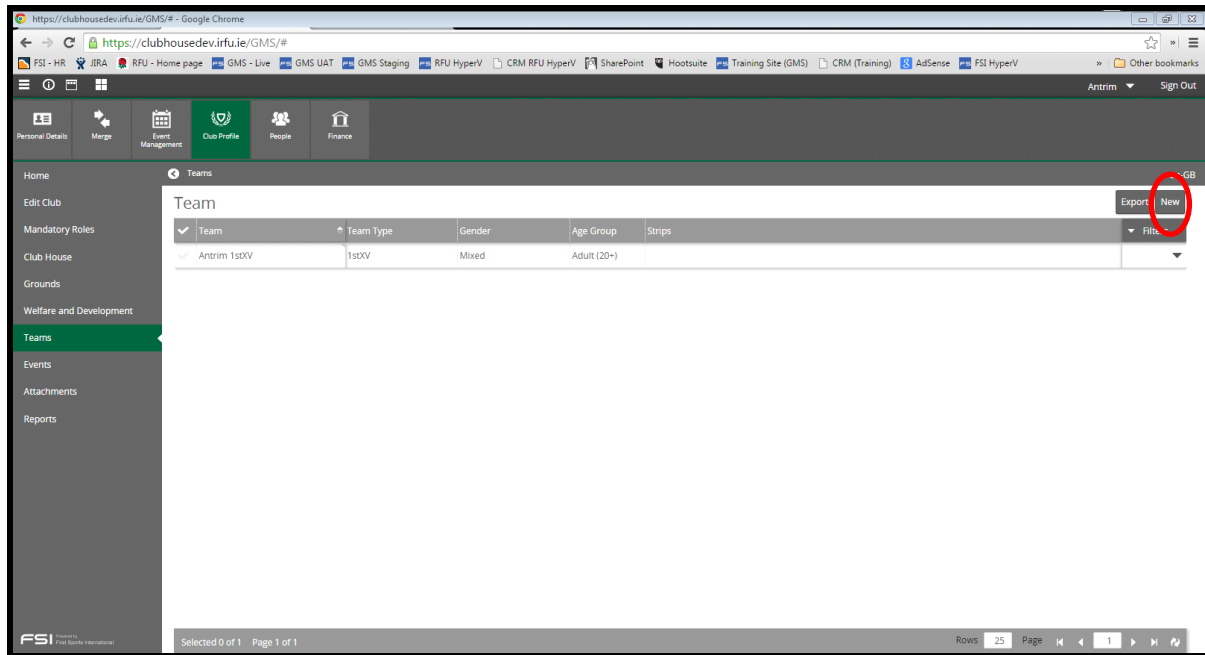
This section highlights the organisations current position when it comes to policy and procedures.

Simple tick boxes to outline if the organisation has the various policies in place. Greyed out areas are prepopulated when an individual is assigned the role via People

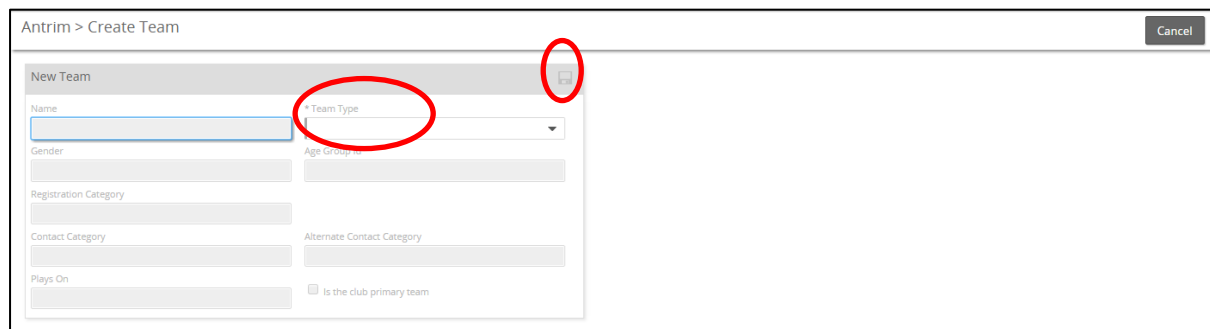
7. Teams

Teams outlines salient data about any given team that is active within that organisation. In order to retrieve that data, firstly the Teams must be created.

To create a new team, select New



Insert the team type and other team data will be prepopulated. It is possible to edit/amend some of this data



Antrim > Create Team

New Team

* Name (12/200) * Team Type

* Gender * Age Group Id

Registration Category

Contact Category Alternate Contact Category

Plays On Is the club primary team

Once completed, save the changes and the team has been created

Team					Export	New
Team	Team Type	Gender	Age Group	Strips	Filters	
Antrim 1stXV	1stXV	Mixed	Adult (20+)			
Antrim 2ndXV	2ndXV	Mixed	Adult (20+)			

To edit or view Team details, expand the team via the arrow

Antrim 2ndXV | 2ndXV | Mixed | Adult (20+) | ▲

Team Details

Name Team Type

Gender Age Group Id

Is the club primary team

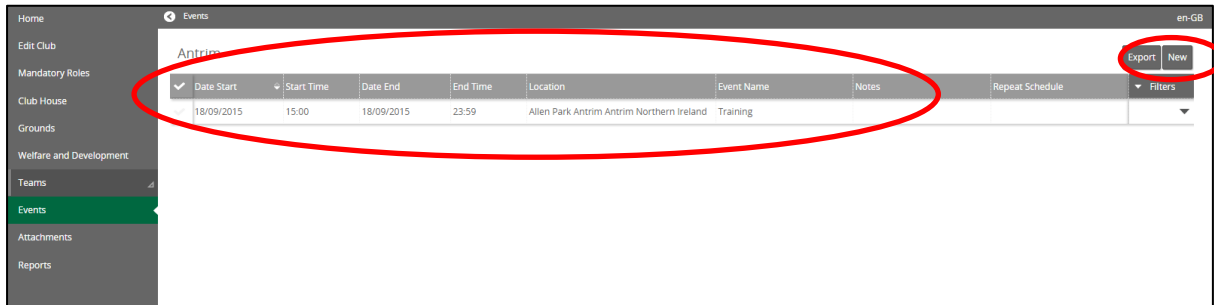
To get core team data select the name of the team to drill through on further information

Team					Export	New
Team	Team Type	Gender	Age Group	Strips	Filters	
Antrim 1stXV	1stXV	Mixed	Adult (20+)			
Antrim 2ndXV	2ndXV	Mixed	Adult (20+)			

8. Events

Events enables clubs to create all the club events that are occurring through the season, be it Social, Training, Fundraising, end of season parties/dinners, AGMs. Anything can be created and viewed by club administrators.

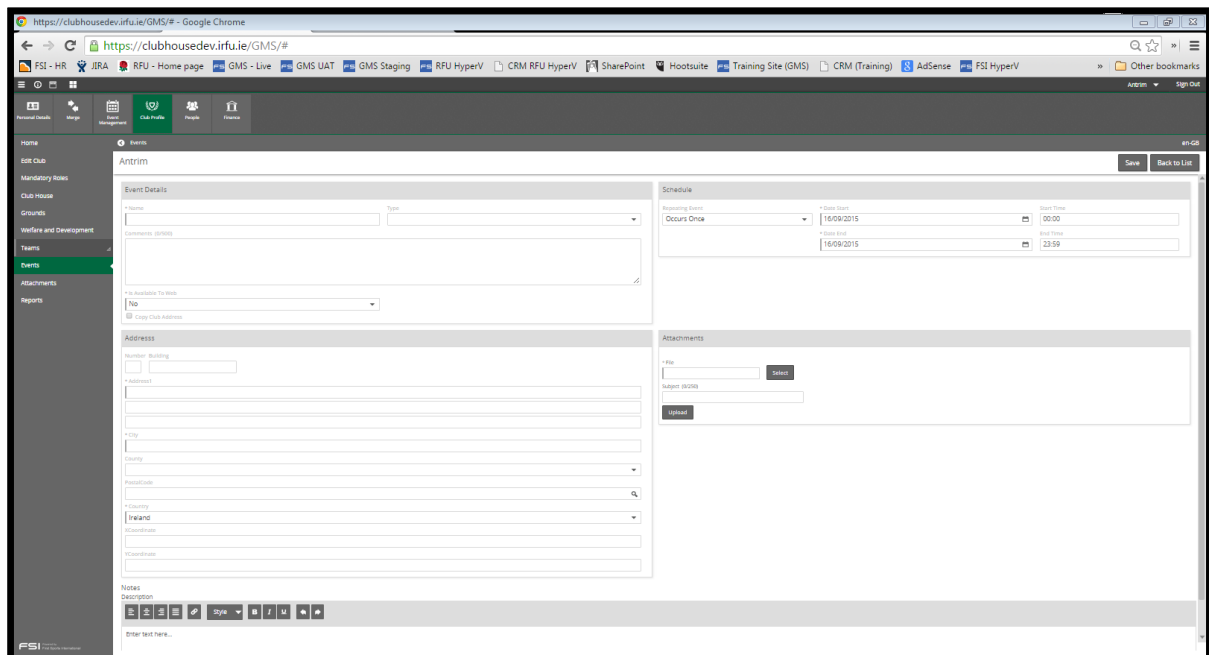
To create a new event select New



Insert the event details.

NOTE: Events can be one off or recurring events i.e. Training days throughout a season

NOTE: It is also possible to make the event “Available To Web” this is where if the NGB has the website functionality in GMS, events ticked as Yes will display their events on their website



To remove an event, select the event in question and delete



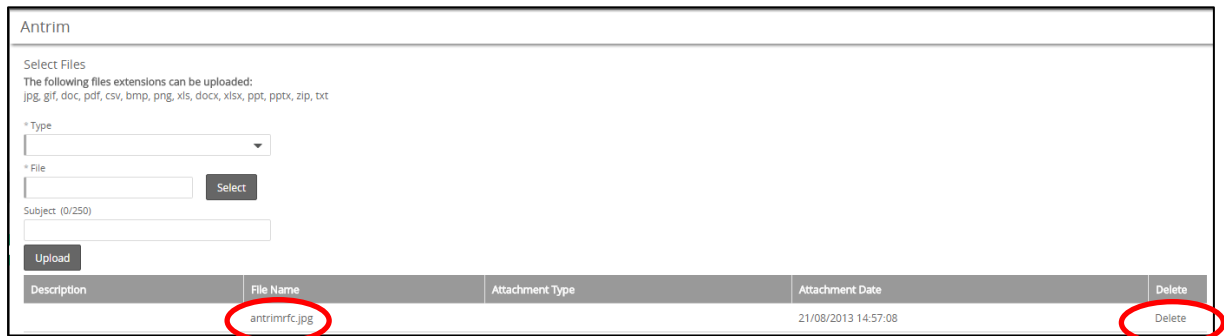
9. Attachments

Organisations will want to upload documents to the system to store securely and make available for other (signed in) individuals to view.

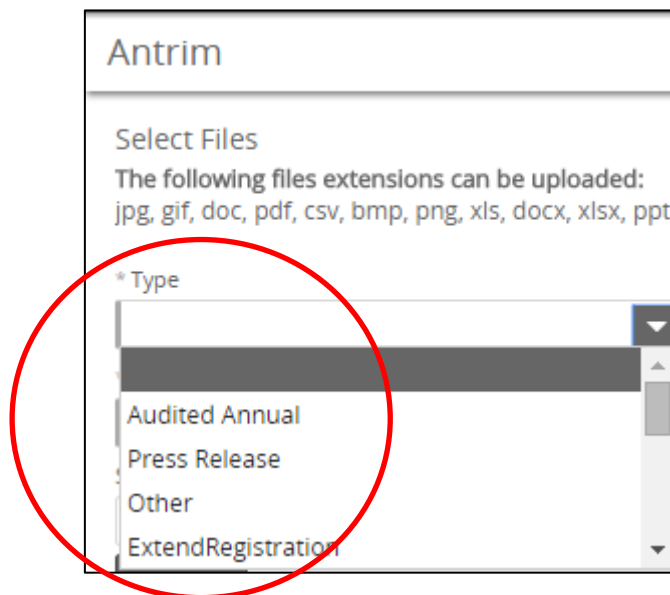
This may be accounts, meeting minutes etc.

A list of attachments will be on display (if previously entered)

To view the existing, select the file name or to remove, select delete



To upload a new file, select the type of file



Click select to find the file on the computer

Antrim

Select Files

The following files extensions can be uploaded:
jpg, gif, doc, pdf, csv, bmp, png, xls, docx, xlsx, ppt, pptx, zip

* Type
Other

* File
 Select

Subject (0/250)

Upload

Find the file, if necessary insert a subject and upload

Antrim

Select Files

The following files extensions can be uploaded:
jpg, gif, doc, pdf, csv, bmp, png, xls, docx, xlsx, ppt, pptx, zip, txt

* Type
Other

* File
Client Conference 2015 (002).doc **Select**

Subject (0/250)

Upload

Description	File Name	Attachment Type	Attachment Date	Delete
	antrimfc.jpg		21/08/2013 14:57:08	Delete

The file is now available to view

Antrim

Select Files

The following files extensions can be uploaded:
jpg, gif, doc, pdf, csv, bmp, png, xls, docx, xlsx, ppt, pptx, zip, txt

* Type
Other

* File
 Select

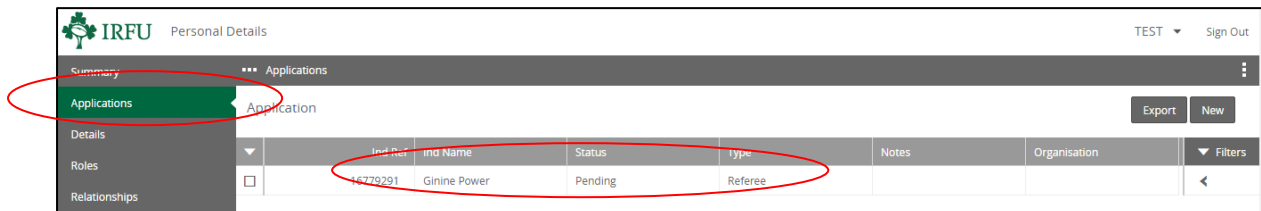
Subject (0/250)

Upload

Description	File Name	Attachment Type	Attachment Date	Delete
	antrimfc.jpg		21/08/2013 14:57:08	Delete
Client Conference 2015 (002).docx	Client Conference 2015 (002).docx	Other	16/09/2015 17:07:43	Delete

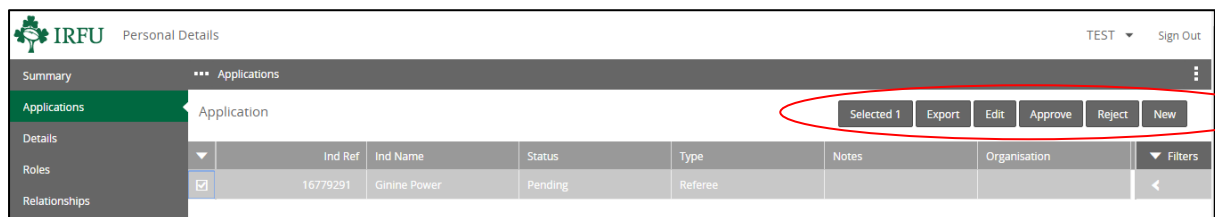
10. Applications

Logged in users can apply to become linked to any organisations associated to the IRFU. When logged in it is possible for a user to search for an organisation and apply to join. Once this application has been submitted, the organisation can view and accept or decline these applications



The screenshot shows the 'Personal Details' page for a user named 'TEST'. The 'Applications' tab is selected. A table lists one application:

Ind Ref	Ind Name	Status	Type	Notes	Organisation
16779291	Ginine Power	Pending	Referee		



The screenshot shows the same 'Personal Details' page. The application for 'Ginine Power' is now selected, and action buttons are visible:

Ind Ref	Ind Name	Status	Type	Notes	Organisation
16779291	Ginine Power	Pending	Referee		

Buttons: Selected 1, Export, Edit, Approve, Reject, New

Approving will add the individual to the organisations People list, rejecting them will cancel their application